PURCHASING USER MANUAL

ADDING AND MAINTAINING USERS

INTRODUCTION

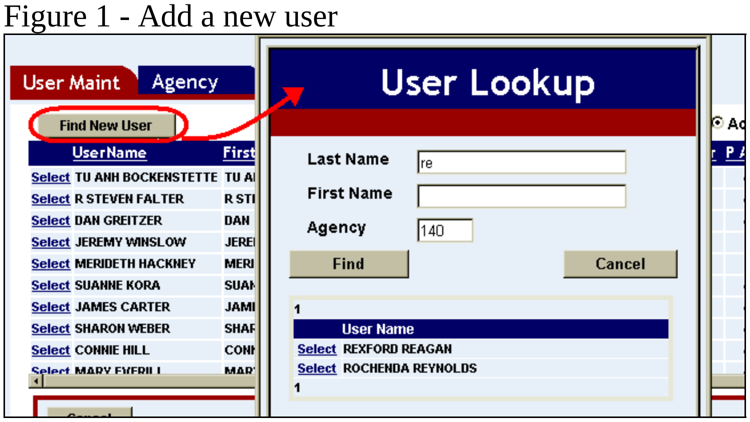
The Purchasing administrator can:

- Add new users and assign their security and any limits on their approval rules.
- Update existing users.
- Assign users to the Workflows and Departments

TO ADD A NEW USER

1. On the **User Maint** tab, Click **Find New User**.
2. In the **User Lookup** dialog box, type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure how it is spelled.)
   - To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the person has been added to state payroll records.
4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

Figure 1 - Add a new user



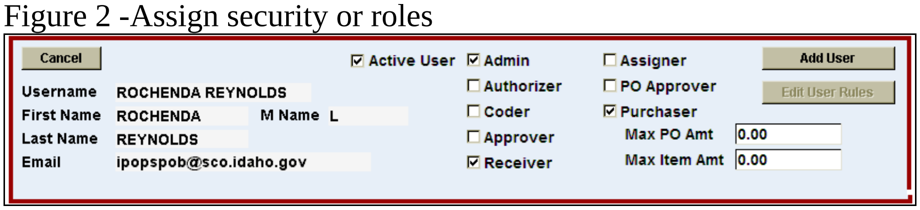
5. Select **Active User** to grant the user access to the application.

6. Select the security or the roles to assign to the user. Some of these roles are related to settings on the **Agency** screen.

   - **Admin** – an administrator for the Purchasing application.
   - **Authorizer** – authorizes the requisition prior to approval. If you enable **Auto Authorize Requisitions** on the **Agency** screen, you do not need an Authorizer.
   - **Coder** – adds fiscal coding to the line items of the requisition.
   - **Approver** – approves the requisition. Add Approvers to the **Workflow(s)** you create on the **Agency** screen. If you create **Req Departments** on the **Agency** screen and enable **Restrict Approval by Department**, add the Approvers to the appropriate requisition departments.
   - **Assigner** – assigns requisitions to specific purchasers. If you do not enable **PO Assigner Required** on the **Agency** screen, you do not need an Assigner.
   - **Purchaser –** purchases the items from requisitions. Purchasers do not need to belong to Workflows. If you create **PO Departments** on the **Agency** screen, add Purchasers to the departments.
     - **Max PO Amt** – Set the maximum dollar amount of the entire purchase order that the purchaser can make.
     - **Max Item Amt** - Set the maximum dollar amount of a single line item that the purchaser can add to a purchase order.
   - **PO Approver** – approves a purchase order. If you do not enable **PO Approver Required** on the **Agency** screen, you do not need a PO Approver.
   - **Receiver –** receives and records the receipt of the items purchased.

7. Click **Add User**.

Figure 2 -Assign security or roles

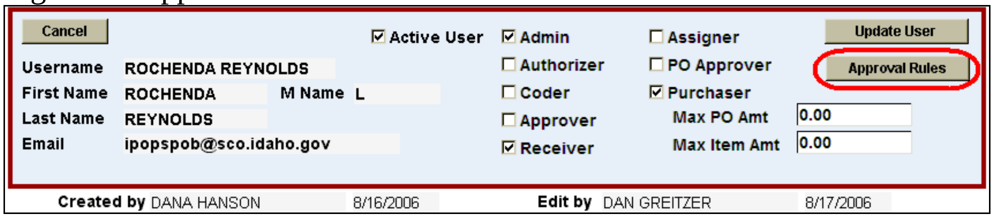


TO ASSIGN SPECIFIC APPROVAL RULES

Specific approval rules can work in conjunction with creating requisition departments and workflows. For instance, two approvers can be assigned to the same department and workflow, but one could approve items that are fiscally coded with specific PCAs.

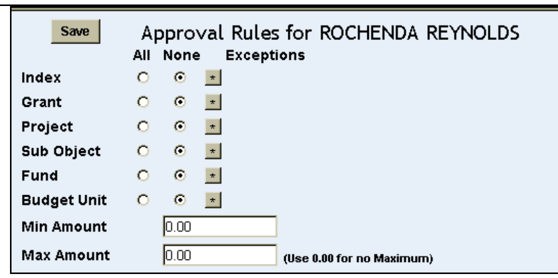
1. To assign approval rules, such as limiting an approver to specific Grants or Funds or Budget Units, click **Approval Rules**.

Figure 3 - Approval Rules button



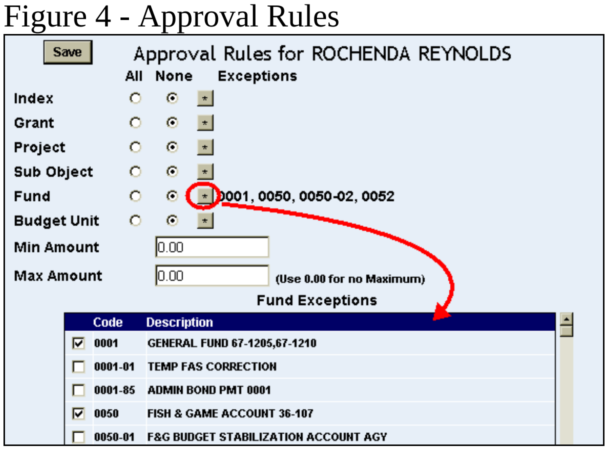
2. Determine the fiscal codes you want to allow the user to approve. The options are:

- Index (or PCA)
- Grant
- Project
- Subobject
- Fund
- Budget Unit



3. Select either **All** or **None** for each fiscal code.
   - **All** indicates that the user can approve *all* Indexes, PCAs, Grants, etc.
   - **None** indicates that the user cannot approve any of them.
4. Click the **Exceptions** asterisk next to a fiscal code to display the list of specific fiscal codes to select as exceptions to the **All** or **None** choice. For example:
   - If you select **All** for **Fund** and then select several Funds from the Exceptions list, the user *can* approve requisition items that are coded with *all* Funds *except* for those selected.
   - If you select **None** for **Fund** and then select several Funds from the Exceptions list, then the user *cannot* approve requisition items *except* for the ones coded with the Funds you selected.

Figure 4 - Approval Rules



PURCHASING USER MANUAL

SETTING UP AGENCY PROCESSES

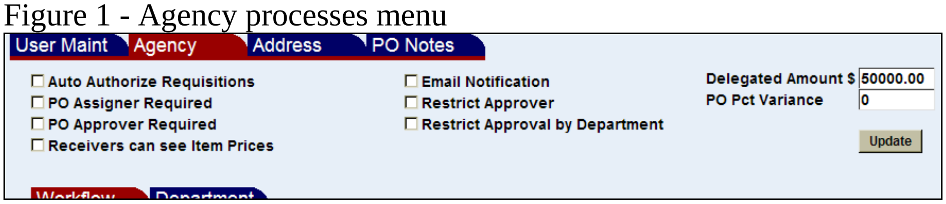
INTRODUCTION

Several of the application's processes can be automated or enabled to suit your agency's needs. You can set these up or modify them at any time. Note that **PO Assigner** and **PO Approver** depend on other settings on the **User Maint** or **Department** screens.

TO SET UP AGENCY PROCESSES

1. Click the **Agency** tab.
2. Check or uncheck the options as needed. See the examples below.
3. When finished, click **Update**.

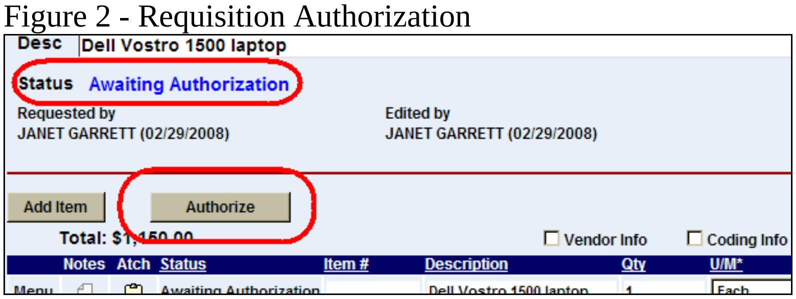
Figure 1 - Agency processes menu



AUTO AUTHORIZE REQUISITIONS

Check this to automatically authorize requisitions before the fiscal coding is entered. Leave unchecked and requisitions will have to be authorized by a user designated as an **Authorizer** (see example below). NOTE: Even when unchecked, if an Authorizer creates a requisition and marks the 'Itemization Complete', the requisition will be 'automatically' authorized.

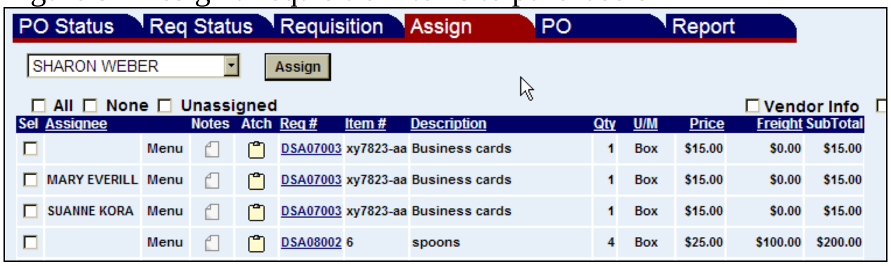
Figure 2 - Requisition Authorization



PO ASSIGNER REQUIRED

Check this to require that purchase orders be assigned to specific purchasers (See example below). A user or users must be designated as an **Assigner** on the **User Maint** screen.

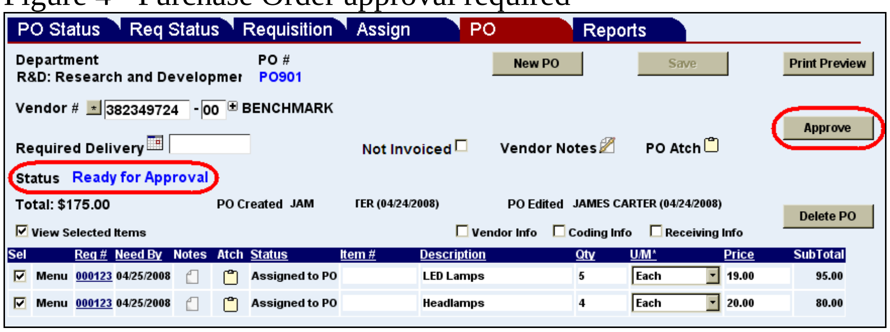
Figure 3 - Assign a requisition items to purchasers



PO APPROVER REQUIRED

Check this to require that a purchase order be approved before the order can be placed with the vendor (see example below). A user or users must be designated as a **PO Approver** on the **User Maint** screen.

Figure 4 - Purchase Order approval required



RECEIVER CAN SEE ITEM PRICES

Check this to allow receiving personnel to see purchase order items prices on the **Receiving** screen of the application (see example below).

Figure 5 - Receiving can see prices

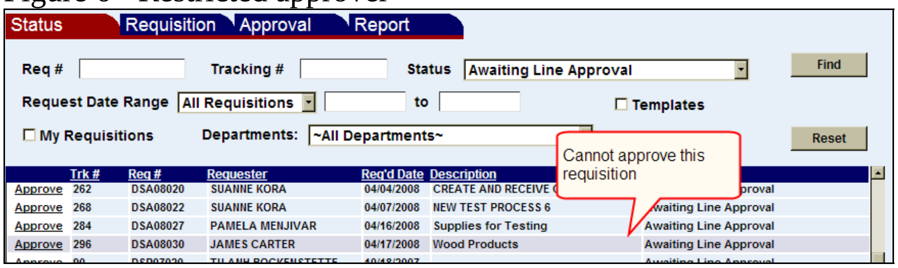
EMAIL NOTIFICATION

Check this for e-mail notifications to be sent when a requisition is unapproved or rejected by a requisition Approver or a Purchaser, or when purchase order items are received. The e-mails will be routed automatically to the person who made the Requisition. E-mails will be sent from SASAdmin@sco.idaho.gov.

RESTRICT APPROVER

Check this to restrict a user from approving their requisition (See example below).

Figure 6 - Restricted approver



RESTRICT APPROVAL BY DEPARTMENT

Check this so that requisition approvers can approve only those requisitions assigned to their department(s) (See example above).

DELEGATED AMOUNT

The delegated purchasing authority granted to your agency by the Division of Purchasing. Requisitions and purchase orders that exceed this amount can still be entered in the application, but you must contact the Division of Purchasing regarding such purchases.

PO PCT VARIANCE

The **PO Pct Variance** is a whole number which represents a percentage, e.g., “10” = “10%”. Any purchase order line item amount may not vary from the requisition line item amount by greater than this percentage.

For example, if the requisition line item is $100 and the **PO Pct Variance** is 10%, then the purchase order line item amount cannot be greater than $110 or less than $90. (This does not include freight charges. If there are freight charges, they also may not vary more than the **PO Pct Variance**.) A value of zero disables the **PO Pct Variance**.

If a purchaser changes the line item so that the amount exceeds the **PO Pct Variance**, a message will be displayed explaining the restriction.

PURCHASING USER MANUAL

CREATING REQUISITION WORKFLOWS

INTRODUCTION

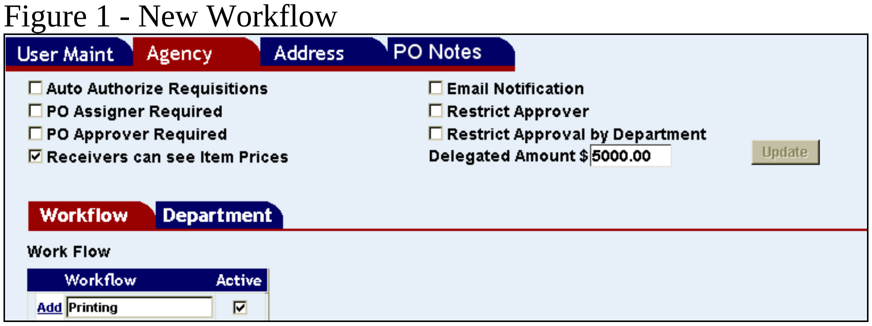
A workflow is the path for routing a requisition to a person or a group of people for approval. Three components make up a workflow: 1) the workflow name, 2) the workflow approval level(s), and 3) the individual approvers. You can create as many workflows as necessary for your business, each with as many approval levels and as many users as needed. Once a workflow is used (requisition items are assigned to it), the only changes you can make are to add or remove approvers, rename the approval levels, and rename the workflow.

A requisition can be made up of several line items. The requisition as a whole can be assigned to a department. The individual items are assigned to one or more workflows, based on however an agency decides, e.g., by the commodity or the amount, etc. The requisition line items must be assigned to the same workflow as the approvers for the approvers to be able to approve the line items.

TO CREATE A REQUISITION WORKFLOW

1. Click the **Agency** tab and then click the **Workflow** tab.
2. Type a name for the **Workflow** (approximately 50 characters). The name you use will appear as the labels for the subsequent sections (described below). Be sure the **Active** check box is checked.

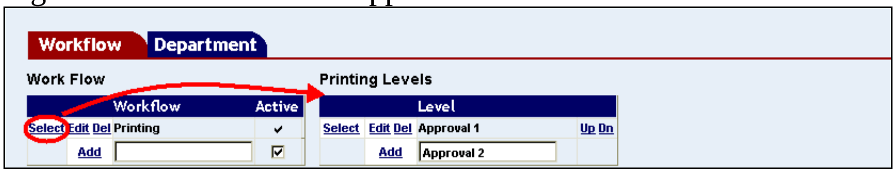
Figure 1 - New Workflow



3. Click **Add**.

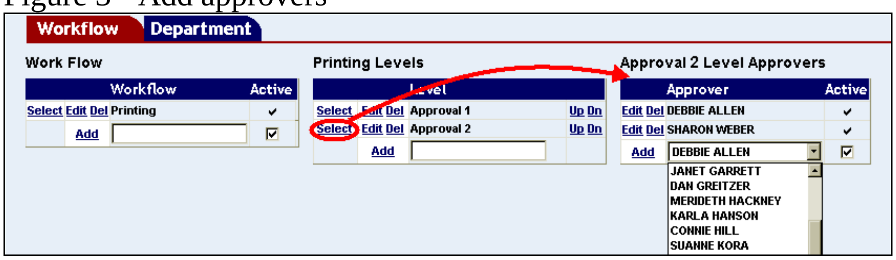
4. Click **Select** next to the Workflow. The '**Workflow' Approval Levels** section will appear. (The name of the workflow approval level corresponds to the name of the workflow.)
5. Type a name for the '**Workflow' Approval Level** (approximately 50 characters).

Figure 2 - New Workflow Approval Level



6. Click **Add**. NOTE: You can sort the hierarchy of approval levels by clicking **Up** or **Dn** next to each level. However, once a workflow has been used (a requisition assigned to it), you will not be able to change the order of the approval levels.
7. Click **Select** next to the '**Workflow' Approval Level**. The **Approvers** section will appear (labeled with whatever you named the workflow approval level). The approval levels are in hierarchical order. That is, a requisition must be approved by the first level before it can be approved by the second level.
8. Select the approver name(s) from the drop down menu and then click **Add**. You can assign the same user(s) to different approval levels. You can also assign the same user(s) to different workflows.
   NOTE: You can also add users to workflows and levels on the **User Maint** screen.

Figure 3 - Add approvers



NOTE: You do not assign approvers in a hierarchical order. To create a workflow so that a requisition has to be approved by one person before it can be approved by another, you must create separate approval levels (which are in hierarchical order), and then assign the approvers to each individual level in the order that you want.

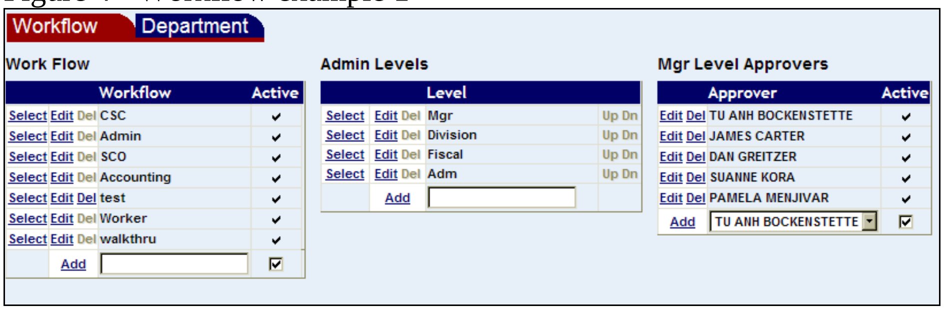
9. To change the name of a workflow or workflow approval level, click **Edit** next to the workflow or level, change the name, and then click **Update**.
10. To delete a workflow, click **Del** next the workflow. All associated levels will be deleted. However, once a workflow has been used (a requisition assigned to it), the workflow cannot be deleted and **Del** will be disabled, even if *all* requisition items in the workflow have been processed. Once a workflow is used, the only changes you can make are to add or remove approvers, rename the approval levels, and rename the workflow.

The requisition line items must be assigned to the same workflow as the approvers for the approvers to be able to approve the line items.

EXAMPLES OF REQUISITION WORKFLOWS

Below are three examples of requisition workflows, indicating workflows by bureau, office function, location, etc.

Figure 4 - Workflow example 1



Workflow | Department

Work Flow

	Workflow	Active
Select Edit Del	CSC	✔
Select Edit Del	Admin	✔
Select Edit Del	SCO	✔
Select Edit Del	Accounting	✔
Select Edit Del	test	✔
Select Edit Del	Worker	✔
Select Edit Del	walkthru	✔
Add		☑

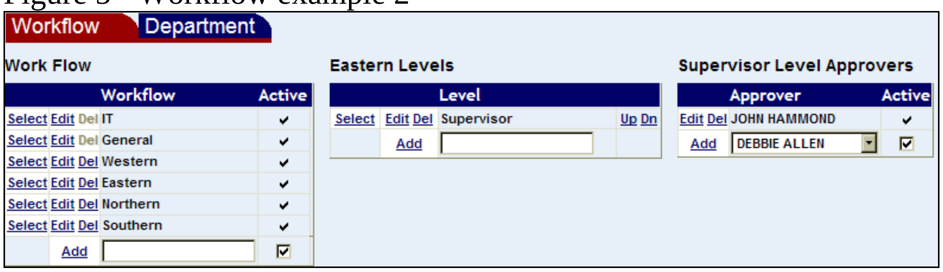
Admin Levels

	Level	
Select Edit Del	Mgr	Up Dn
Select Edit Del	Division	Up Dn
Select Edit Del	Fiscal	Up Dn
Select Edit Del	Adm	Up Dn
Add		

Mgr Level Approvers

	Approver	Active
Edit Del	TU ANH BOCKENSTETTE	✔
Edit Del	JAMES CARTER	✔
Edit Del	DAN GREITZER	✔
Edit Del	SUANNE KORA	✔
Edit Del	PAMELA MENJIVAR	✔
Add	TU ANH BOCKENSTETTE	☑

Figure 5 - Workflow example 2



Workflow | Department

Work Flow

	Workflow	Active
Select Edit Del	IT	✔
Select Edit Del	General	✔
Select Edit Del	Western	✔
Select Edit Del	Eastern	✔
Select Edit Del	Northern	✔
Select Edit Del	Southern	✔
Add		☑

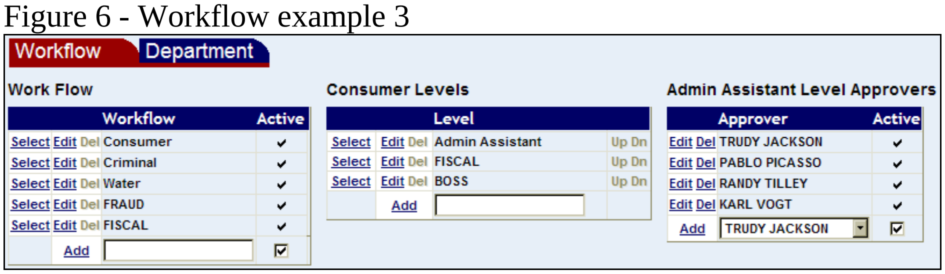
Eastern Levels

	Level	
Select Edit Del	Supervisor	Up Dn
Add		

Supervisor Level Approvers

	Approver	Active
Edit Del	JOHN HAMMOND	✔
Add	DEBBIE ALLEN	☑

Figure 6 - Workflow example 3



Workflow | Department

Work Flow

	Workflow	Active
Select Edit Del	Consumer	✔
Select Edit Del	Criminal	✔
Select Edit Del	Water	✔
Select Edit Del	FRAUD	✔
Select Edit Del	FISCAL	✔
Add		☑

Consumer Levels

	Level	
Select Edit Del	Admin Assistant	Up Dn
Select Edit Del	FISCAL	Up Dn
Select Edit Del	BOSS	Up Dn
Add		

Admin Assistant Level Approvers

	Approver	Active
Edit Del	TRUDY JACKSON	✔
Edit Del	PABLO PICASSO	✔
Edit Del	RANDY TILLEY	✔
Edit Del	KARL VOGT	✔
Add	TRUDY JACKSON	☑

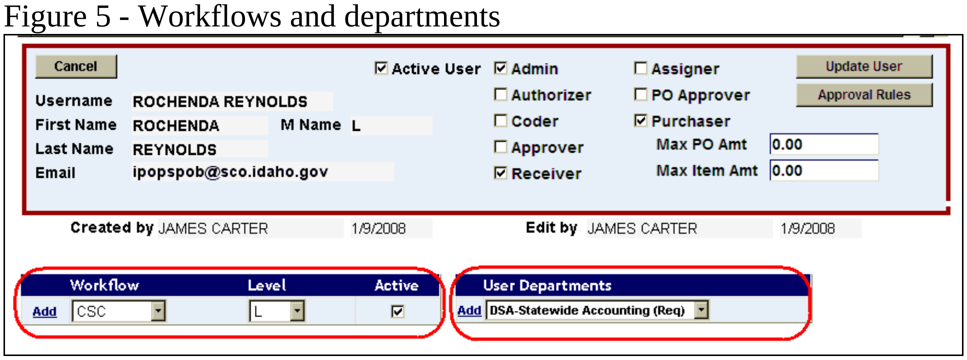
5. Enter a minimum dollar amount (**Min Amount**) and/or a maximum dollar amount (**Max Amount**) of a requisition that the approver can approve. The approver will not be able to approve requisition items higher or lower than these dollar amounts.
6. Click **Save** when finished. Approvers will see that requisition items that they cannot approve will be highlighted in the application. Although the approvers can view the requisition items on the **Approval** screen, they will not be able to approve them.

TO ADD A USER TO A WORKFLOW AND DEPARTMENT

If you have created Workflows and Departments on the **Agency** screen, you can add users to them on the **User Maint** screen. If you add your users before creating Workflows and Departments, you can add them on the **Agency** screen when you create the Workflows and Departments. See Creating Workflows and Departments.

1. On the **User Maint** screen, either select an existing user from the user list, or continue with a new user set up:
2. Select a workflow from the **Workflow** drop down menu.
3. Select a **Level**.
4. Be sure **Active** check box is checked.
5. Click **Add**.
6. Continue adding the user to as many workflows as needed.
7. If you have created departments, select a department from the **User Departments** drop down menu.
8. Click **Add**.
9. Continue adding the user to as many departments as needed.
10. Click **Update User**.

Figure 5 - Workflows and departments



APPROVERS UNABLE TO APPROVE REQUISITION ITEMS

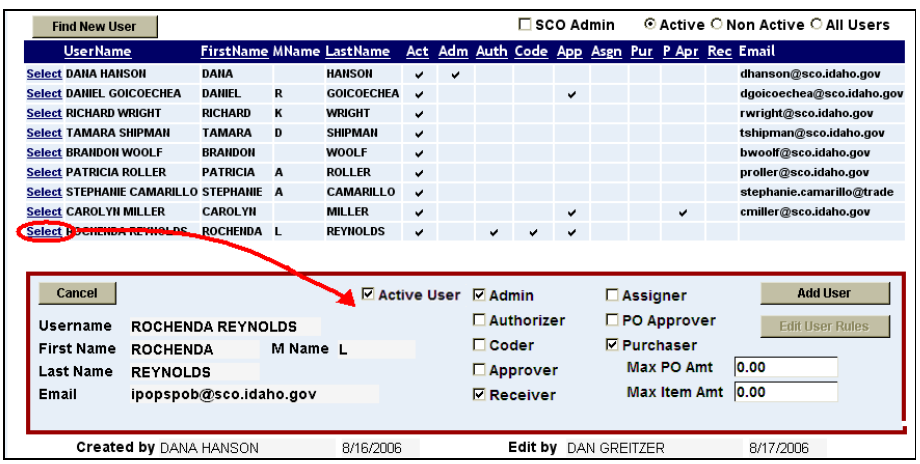
If an approver cannot approve a requisition or requisition line items:

- They are not part of the requisition workflow.
- They are not part of the Requisition Department and you have restricted approvals by department.
- There are line item(s) with fiscal coding or a dollar amount which their approval rules do not allow them to approve.
- They are not an approver.

Users can click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why they cannot approve the item.

TO EDIT EXISTING USERS

1. On the **User Maint** tab, click **Select** next to a user's name.



Depending on the changes you want to make, choose from the following:

2. Uncheck **Active User** to remove the user's access to the application.
3. Select or deselect the security or the roles to assign to the user (see above). If a person is removed as an **Approver** but left on the workflow, they will not be able to approve requisitions. But if you remove a user as an **Approver**, you should also remove them from the approver level of requisition workflows.
4. Add a user to a **Workflow** or **Department** as described above.
5. To delete a user from a **Workflow** or **Department**, click **Del** next to the **Workflow** or **Department** name.
6. Click **Approval Rules** to edit the user's approval authority (as described above) and click **Save**.
7. When finished making changes to a user, click **Update User**.

PURCHASING USER MANUAL

CREATING REQUISITION OR PURCHASE ORDER DEPARTMENTS

REQUISITION DEPARTMENTS

A department is a group of users organized however an agency wishes – e.g., by the agency's organizational structure, by function, by location, etc. A requisition assigned to a Department can then be easily found by the users. The users can be made up of requesters, requisition approvers, or purchasers. If you also choose to restrict approvals by department (on the **Agency** screen), then approvers can approve only those requisitions assigned to their department(s). Requisition Departments are not required unless you want requisition numbers automatically assigned.

In addition you can choose to restrict requisition approvals by department, meaning that approvers can approve only those requisitions that are assigned to their department.

PURCHASE ORDER DEPARTMENTS

Similar to requisition departments, purchase order departments can be organized however an agency wishes. Purchase orders can then be assigned to departments so they are organized or categorized them for your purchasers. Purchase Order Departments are not required unless you want purchase order numbers automatically assigned.

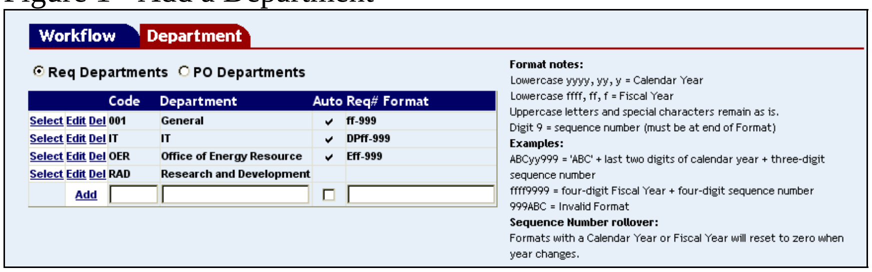
Purchase order approval is an optional process – it can be enable by the agency. If so, purchase orders do not use workflows for the approval process. Rather,
users are simply assigned as 'PO Approver'. If your agency decides to require purchase order approvals, you must enable **PO Approver Required** on the **Agency** screen and assign a user(s) as **PO Approver** on the **User Maint** screen.

TO CREATE A REQUISITION OR PURCHASE ORDER DEPARTMENT

Departments can be created according to the agency's organizational structure, function, location, etc. A requisition or purchase order assigned to a Department can then be easily found. If you also choose to restrict approvals by department, then approvers can approve only those requisitions assigned to their department(s). You must create a department if you want to automatically assign requisition or purchase order numbers. Otherwise, departments are not required.

1. Click the **Agency** tab and then click the **Department** tab.
2. Select either **Req Departments** or **PO Departments**.
3. Type a three character department code in the **Code** field.
4. Type a name for the department in the **Department** field.
5. Check the **Auto** check box to enable automatic numbering for requisitions and/or purchase orders. Leave unchecked and requisition or purchase order numbers will have to be entered manually.
6. Enter the automatic numbering format according to the **Format notes**. See the Automatic Numbering Format section below.
7. Click **Add**.

Figure 1 - Add a Department

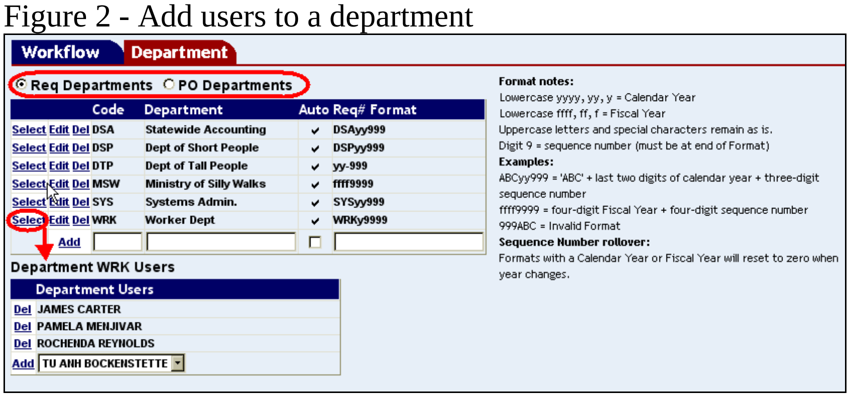


TO ADD USERS TO A DEPARTMENT

Users not added to any departments have access to all departments. To add users to specific departments:

1. Select either **Req Departments** or **PO Departments**.
2. Click **Select** next to a **Department**.
3. Choose a user's name from the drop down menu.
4. Click **Add**. NOTE: You can also add users to departments on the **User Maint** screen.

Figure 2 - Add users to a department

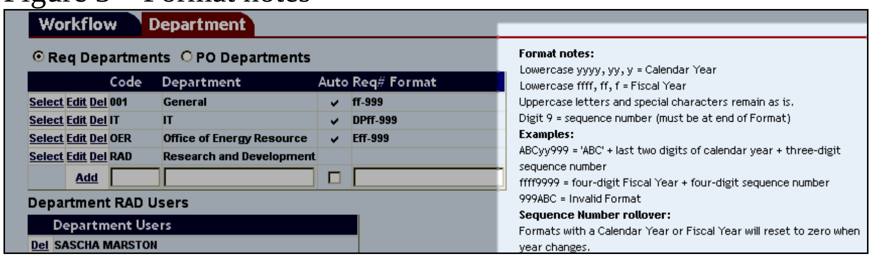


AUTOMATIC NUMBERING FORMAT FOR REQUISITIONS OR PURCHASE ORDERS

When automatic numbering is enabled, requisition or purchase order numbers are automatically generated when the requisition is marked as "Itemize Complete" or when the purchase order is marked as "Ordered".

You must specify the format of the automatically generated numbers. The **Format notes** legend on the **Departments** tab defines the variables to use for the automatic numbering.

Figure 3 – Format notes



Format notes:

- Lowercase yyyy, yy, y = Calendar Year
- Lowercase ffff, ff, f = Fiscal Year
- Uppercase letters and special characters remain as is.
- Digit 9 = sequence number (must be at end of Format)

Examples:

- ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
- ffff9999 = four-digit Fiscal Year + four-digit sequence number
- 999ABC = Invalid Format

Sequence Number rollover:

- Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

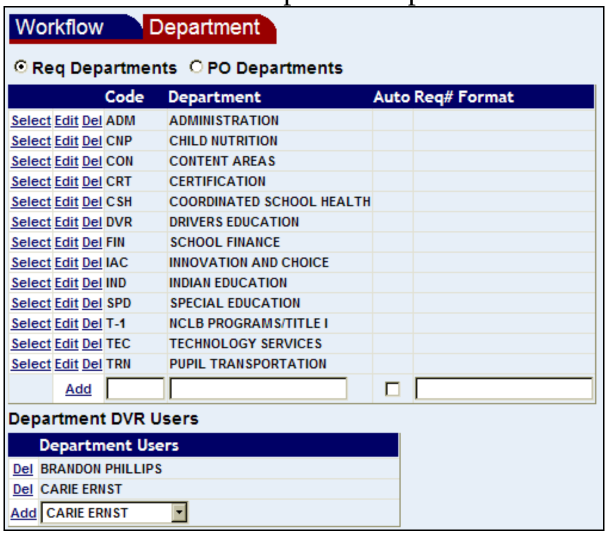
The following examples demonstrate the results of the formatting:

Req or PO format	**Automatically generated number**
DSAyy999	DSA08001
yy-999	08-001
ffff9999	20080001
WRKy9999	WRK80001

Feedback: scodocumentation@sco.idaho.gov

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.



Workflow Department

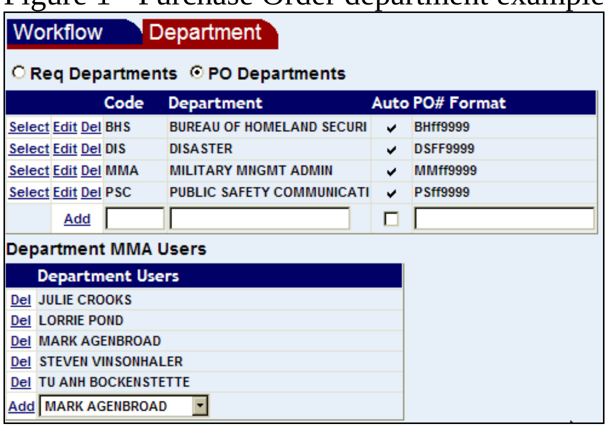
◉ Req Departments ○ PO Departments

	Code	Department	Auto	Req# Format
Select Edit Del	ADM	ADMINISTRATION		
Select Edit Del	CNP	CHILD NUTRITION		
Select Edit Del	CON	CONTENT AREAS		
Select Edit Del	CRT	CERTIFICATION		
Select Edit Del	CSH	COORDINATED SCHOOL HEALTH		
Select Edit Del	DVR	DRIVERS EDUCATION		
Select Edit Del	FIN	SCHOOL FINANCE		
Select Edit Del	IAC	INNOVATION AND CHOICE		
Select Edit Del	IND	INDIAN EDUCATION		
Select Edit Del	SPD	SPECIAL EDUCATION		
Select Edit Del	T-1	NCLB PROGRAMS/TITLE I		
Select Edit Del	TEC	TECHNOLOGY SERVICES		
Select Edit Del	TRN	PUPIL TRANSPORTATION		
Add				

Department DVR Users

	Department Users
Del	BRANDON PHILLIPS
Del	CARIE ERNST
Add	CARIE ERNST

Figure 1 - Purchase Order department example



Workflow Department

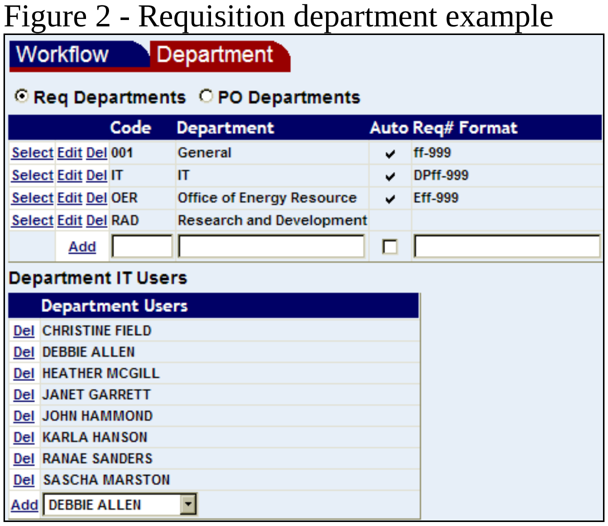
○ Req Departments ◉ PO Departments

	Code	Department	Auto	PO# Format
Select Edit Del	BHS	BUREAU OF HOMELAND SECURI	✔	BHff9999
Select Edit Del	DIS	DISASTER	✔	DSFF9999
Select Edit Del	MMA	MILITARY MNGMT ADMIN	✔	MMff9999
Select Edit Del	PSC	PUBLIC SAFETY COMMUNICATI	✔	PSff9999
Add				

Department MMA Users

	Department Users
Del	JULIE CROOKS
Del	LORRIE POND
Del	MARK AGENBROAD
Del	STEVEN VINSONHALER
Del	TU ANH BOCKENSTETTE
Add	MARK AGENBROAD

Figure 2 - Requisition department example



Workflow Department

◉ Req Departments ○ PO Departments

	Code	Department	Auto	Req# Format
Select Edit Del	001	General	✔	ff-999
Select Edit Del	IT	IT	✔	DPff-999
Select Edit Del	OER	Office of Energy Resource	✔	Eff-999
Select Edit Del	RAD	Research and Development		
Add				

Department IT Users

	Department Users
Del	CHRISTINE FIELD
Del	DEBBIE ALLEN
Del	HEATHER MCGILL
Del	JANET GARRETT
Del	JOHN HAMMOND
Del	KARLA HANSON
Del	RANAE SANDERS
Del	SASCHA MARSTON
Add	DEBBIE ALLEN

PURCHASING USER MANUAL

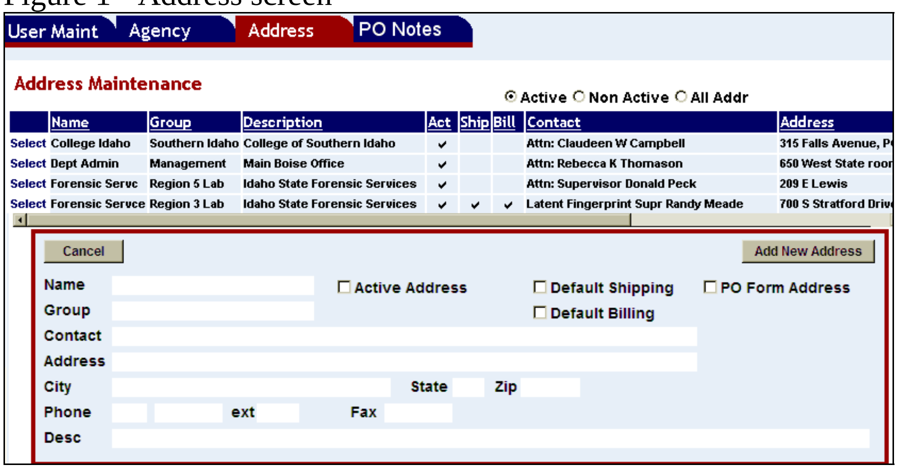
CREATING SHIPPING, BILLING, AND PURCHASE ORDER FORM ADDRESSES

INTRODUCTION

Administrators can create an address list for billing and shipping addresses for their agency. These addresses can then be used when users create line items for their requisitions or purchase orders.

The **Address** screen is comprised of the list of addresses that you have saved (if any) and a form to add a new address or update an existing one.

Figure 1 - Address screen



Once addresses are added, you can filter the list of addresses by selecting **Active**, **Non-Active**, or **All Addr**. You can also click the column headers to sort the list.

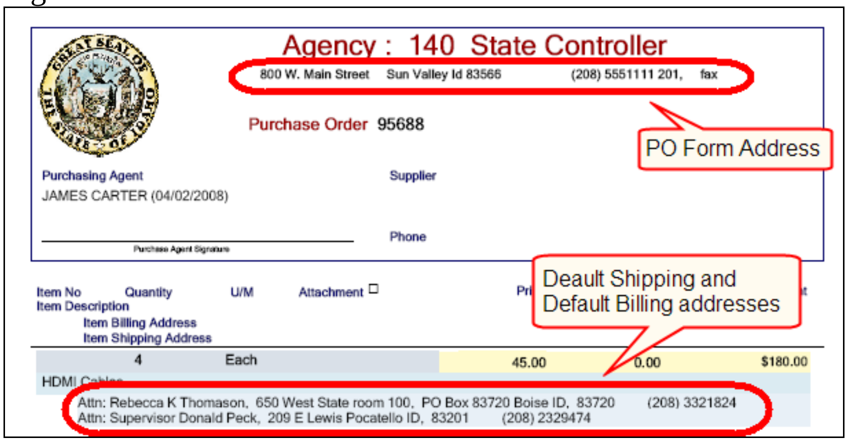
TO ADD A NEW ADDRESS

1. Complete the address fields as needed. The required fields are **Address**, **City**, **State**, and **Zip**. The **Phone** number must be entered without a hyphen (5552222).
2. Enter a **Group** name and **Desc** (description). These are used to organize your addresses on the **Address** screen and so that users can sort from the list and select the address they need when creating requisitions or purchase orders.
3. Be sure the **Active Address** check box is checked.

4. Check either **Default Shipping** or **Default Billing**, or **PO Form Address**. (The **PO Form Address** will be your agency's address printed on the purchase order.)
5. Click **Add New Address**.
6. To add another address, click **Cancel** (this will clear the form but not cancel the address just added.)

All three addresses will be printed on a purchase order:

Figure 2 - Purchase order form



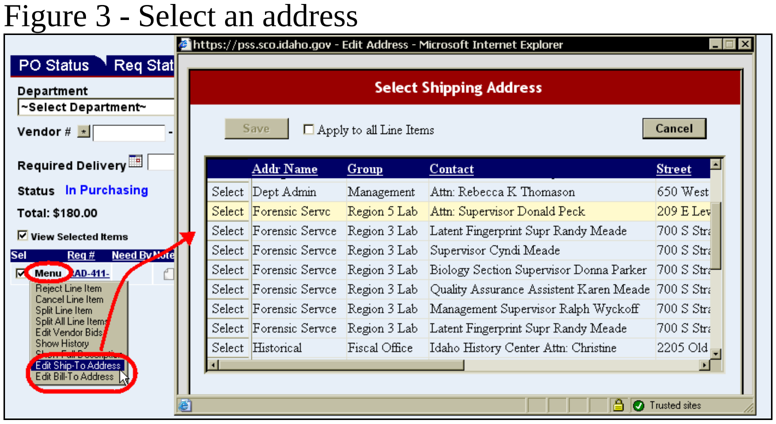
TO EDIT AN ADDRESS

1. Click **Select** next to an address in the address list.
2. Edit the address as needed.
3. Click **Update Address**.

TO SELECT AN ADDRESS FOR A REQUISITION OR PURCHASE ORDER

The address list is available to users when they create a requisition or purchase order. Users will click the line item **Menu** and select either **Edit Ship-To Address** or **Edit Bill-To Address**. Users can then select an address to apply to one or all line items in the requisition or purchase order.

Figure 3 - Select an address



PURCHASING USER MANUAL

CREATING PURCHASE ORDER NOTES

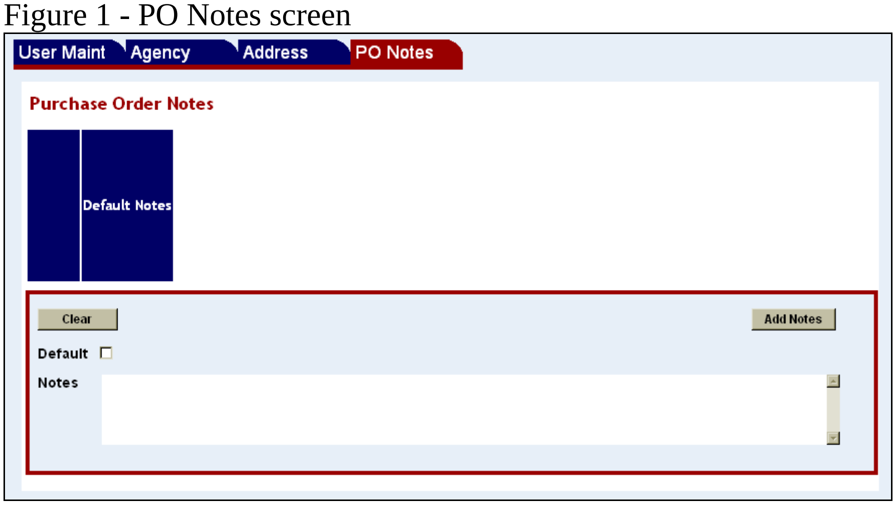
INTRODUCTION

An administrator can create notes or messages that purchasers can select from and append to a purchase order. The administrator can set any number of the notes as default notes which will automatically print on every purchase order.

TO CREATE PURCHASE ORDER NOTES

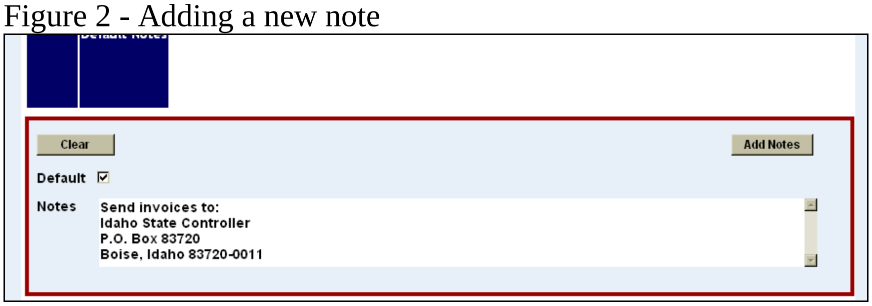
1. On the Administration screen, click the **PO Notes** tab.

Figure 1 - PO Notes screen



2. In the **Notes** field, type the message you want to appear on a purchase order. Press ENTER to add separate lines, e.g., as in an address.

Figure 2 - Adding a new note



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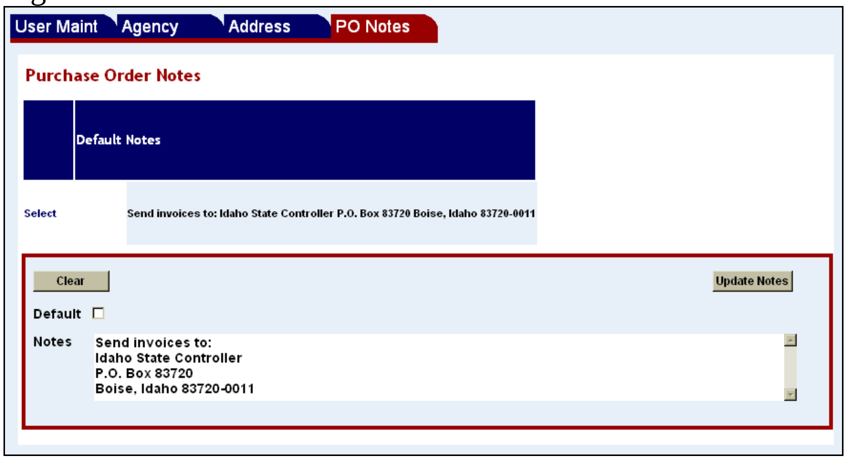
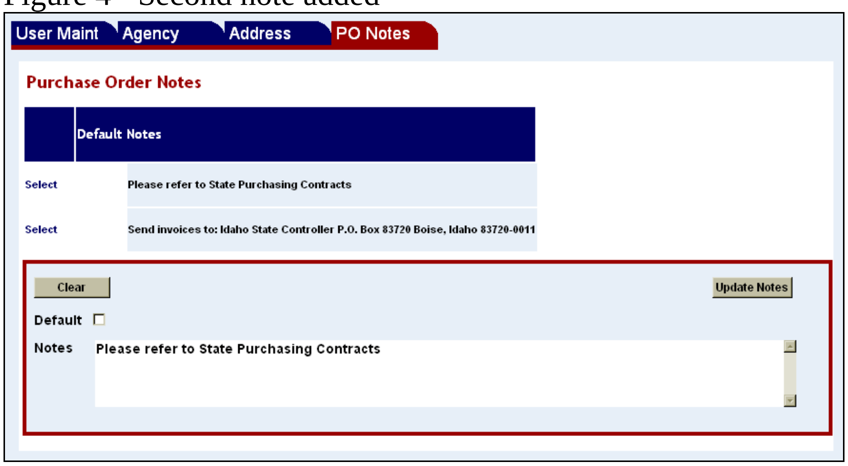
3. Check the **Default** check box to make the note a default which will print automatically on every purchase order. (You can have as many default notes as needed.)
4. Click **Add Notes**.

Figure 3 - New note added



5. To add another note, click **Clear**.
6. In the **Notes** field, type the message you want to appear on a purchase order.
7. Check the **Default** check box to make the note a default which will print automatically on every purchase order.
8. Click **Add Notes**.

Figure 4 - Second note added



9. To edit a note, click **Select** next to the note.
10. Edit the **Notes** text and then click **Update Notes**.